



## Meeting Agenda

Wednesday, March 6, 2019 @ 1:00 PM  
Aeronautics Building – 2<sup>nd</sup> Floor Commission Room  
2700 Port Lansing Rd., Lansing, MI

1. Welcome - Call to Order – Introductions
2. Changes or Additions to the Agenda (*Action Item as needed*) Any items under the Consent Agenda may be moved to the regular agenda upon request of any Council member, member of the public or staff member.
3. Public Comments on Non-Agenda Item
4. Consent Agenda (Action Item)
  - 4.1. Approval of the February 6, 2018 Meeting Minutes (*Attachment 1*)
  - 4.2. TAMC Financial Report (*Attachment 2*)
5. Presentations
  - 5.1. 2018 PASER Data Analysis and Annual Report – Chesbro
6. Correspondence & Announcements
  - 6.1. Update on TAMC Spring Conference, May 22, 2018 – Strong/Mekjian
7. Michigan Infrastructure Council Update – McEntee
  - 7.1. Michigan Association of Regions – Prosperity Grants Update
  - 7.2. X-Council Meeting Update
8. Old Business
  - 8.1. TAMC Work Program Update – Kent (*Attachment 3*)
  - 8.2. TAMC 2019 Strategic Session, June 5 – Belknap  
The ASK; Key 2020 - 2022 Work Program goals & estimated costs/prioritized by each committee by end of April.
9. Committee Review & Discussion Items
  - 9.1. Bridge Committee – Curtis
    - 9.1.1. TAMC 2018 Culvert Pilot Project – APWA Project of the Year (*Attachment 4*)
  - 9.2. ACE Committee – Start
    - 9.2.1. TAMC Policy for Submittal and Review of Asset Management Plans
    - 9.2.2. PASER Certification Program – Policy Update (*Attachment 5*) (*Action Item*)
    - 9.2.3. 2018 TAMC Annual Report Update – Jennett
  - 9.3. Data Committee – McEntee
    - 9.3.1. Investment Reporting Compliance Summary Report (*Attachment 6*)
    - 9.3.2. Update on Paving Warrantee and the TAMC IRT
    - 9.3.3. Investment Reporting: Process of Future Projects & 3 Yr. Plan Requirements
    - 9.3.4. Establishing a Traffic Signal Survey/Inventory Pilot & Subject Matter Experts
  - 9.4. Michigan Center for Shared Solutions – Surber/Holmes
  - 9.5. Michigan Technological University/Technical Assistance – Colling
    - 9.5.1. Monthly Activities Report (Jan 2018) (*Attachment 7*)
    - 9.5.2. Monthly Training Report (Jan 2018) (*Attachment 8*)

**10. Public Comments**

**11. Member Comments**

**12. Adjournment:** *Next meeting April 10, 2019 at 1:00 PM – Aeronautics 2nd Floor Commission Room,  
2700 Port Lansing Rd., Lansing, MI*

Meeting Telephone Conference Line: 1-877-336-1828 Access Code: 8553654#

# TRANSPORTATION ASSET MANAGEMENT COUNCIL

February 6, 2019 at 1:00 p.m.

MDOT Aeronautics Building, 2<sup>nd</sup> Floor Commission Room

2700 Port Lansing Road

Lansing, Michigan

## MINUTES

**\*\* Frequently Used Acronyms List attached**

### **Members Present:**

Derek Bradshaw, MAR/GLS Region V  
 Bill McEntee, CRA – Vice-Chair  
 Jonathan Start, MTPA/KATS  
 Rob Surber, DTMB/CSS  
 Todd White, MDOT

Joanna Johnson, CRA/RCKC – Chair  
 Gary Mekjian, MML  
 Robert Slattery, MML  
 Jennifer Tubbs, MTA  
 Brad Wieferich, MDOT

### **Support Staff Present:**

Niles Annelin, MDOT  
 Gil Chesbro, MDOT  
 Mark Holmes, DTMB/CSS  
 Tim Lemon, MDOT  
 Mike Toth, MDOT

Roger Belknap, MDOT  
 Tim Colling, MTU/LTAP  
 Polly Kent, MDOT  
 Gloria Strong, MDOT

### **Public Present:**

Larry Doyle, MDOT  
 Aaron Verhelle, RCOC

Jessica Moy, MIC Executive Director

### **Members Absent:**

Christopher Bolt, MAC/Jackson DOT

### **1. Welcome – Call-To-Order:**

The meeting was called-to-order at 1:00 p.m.

### **2. Changes or Additions to the Agenda (Action Item):**

None

### **3. Public Comments on Non-Agenda Items:**

None

### **4. Consent Agenda (Action Item):**

#### **4.1. – Approval of the January 9, 2019 Meeting Minutes (Attachment 1)**

**Motion:** J. Start made a motion to approve the January 9, 2019 meeting minutes; G. Mekjian seconded the motion. The motion was approved by all members present.

#### **4.2. – TAMC Financial Report (Attachment 2)**

R. Belknap gave a brief review of the February 6, 2019 TAMC Revised Budget Expenditure Report.

### **5. Presentations – G. Chesbro:**

G. Chesbro gave a PowerPoint presentation update on the 2016-2018 PASER Data Analysis for Paved Federal Aid Road Conditions and Team Rating minus QR Rating information. He now has all the data that he needs in order to do his full analysis. This data analysis information and graphs will be placed in the

2018 Annual Report. SEMCOG had questions about last year's data analysis and how the conclusions were drawn. G. Chesbro has reviewed his analysis, specifically the non-trunkline projections, and a preliminary explanation. G. Chesbro will also provide a review of his analysis at the next Data Committee meeting.

The Data Committee needs to review the 1) five-year look back 2) cost of treatment that will be utilized, 3) projections and what assumptions are being looked at moving forward, and 4) what to place in the annual report.

T. Colling, MTU, requested to use the generalized slides that G. Chesbro has provided at PASER trainings. J. Moy requested to use the slides also for educational purposes with MIC and WAMC.

**Motion:** J. Start made a motion to allow MTU to use for PASER training, MIC, and WAMC the use of the data analysis slides for educational and training use; B. Slattery seconded the motion. The motion was approved by all members present.

**Action Item:** G. Chesbro will provide a review of his analysis at the March Data Committee Meeting..

## **6. – Correspondence and Announcements:**

### **6.1. – Update on TAMC Spring Conference, May 21-23, 2019 – G. Strong/G. Mekjian (Attachment 3)**

The TAMC and the American Public Works Association (APWA) Conference will be held on May 22 and 23, 2018, at the Treetop Resort in Gaylord, Michigan. APWA will hold their annual golf outing on May 21, 2018 as well as a welcoming reception where everyone attending the conference can participate. On Wednesday, May 22, 2019, TAMC and APWA will hold joint sessions. On Thursday, May 23, 2019, APWA will hold APWA only sessions. G. Strong is working with APWA conference planners on the logistics. TAMC conference attendees will lodge at the Otsego Resort approximately 5 minutes away from the Treetops Resort. The TAMC Spring Conference Save-the-Date and Sponsorship flyers were shared with the Council.

### **6.2. – 2018 Calendar of TAMC Partner Events, Conferences and Trainings – J. Johnson (Attachment 4)**

The majority of the conference and trainings are covered except three that are being held in the U.P.. If anyone is able to cover these trainings, please let J. Johnson know as soon as possible. The Council member can participate by telephone, if necessary.

## **7. – Michigan Infrastructure Council Update – J. Johnson/D. Bradshaw**

### **7.1. - Michigan Association of Regions – Regional Prosperity Grants for Asset Management – D. Bradshaw**

All 12 regions received \$70,000 for asset management coordination work. D. Bradshaw stated that it is a work in progress. Regions decided they wanted to coordinate efforts. They are having a coordination call in a week or two. They are considering holding summits, one in the early part of the year and one later in the year (fall). The summits are for asset managers to come together and brainstorm how they can collaborate in these efforts. They want to make sure they all have the same materials. They want to be sure they have at least a couple levels of people involved. They are hoping to have a lot of the uncertainties resolved in the next month or two on how they will proceed on using these funds. D. Bradshaw will give the Council updates as things progress.

### **7.2. – X-Council Meeting Update – J. Johnson**

An X-Council meeting was held today which is leaderships from MIC, WAMC, and TAMC that meet to get updates and collaborate. They want to have cohesiveness and consistency on budget reporting and discussions were had on conference opportunities. The Council was also advised that Governor Whitmer has changed the Michigan Department of Environmental Quality to the

Michigan Department of Great Lakes and Energy. More to come on this change in the future as things progress.

## **8. – Old Business:**

### **8.1. - TAMC Work Program Update – P. Kent (Attachment 5)**

An updated copy of the TAMC Work Program was provided. It was requested that each committee review the program and determine where they are on accomplishing their assigned tasks. If anyone has any questions, they can contact P. Kent.

### **8.2. – TAMC 2019 Strategic Planning Session, June 5, 2019, Aeronautics Bldg, - J. Johnson**

The June 5, 2019, Strategic Planning Session will review key 2020-2022 work program goals, estimated costs, and priorities for each committee. J. Johnson would like each committee to provide their prioritized goals with cost estimates by April 2019 to be included in discussions during the session. The committees must also look at the current work program as provided by P. Kent and determine whether TAMC should move the listed tasks forward or not.

## **9. Committee Reviews and Discussion Items:**

### **9.1. – Bridge Committee**

#### **9.1.1. – Culvert Pilot Efforts, Training, and TAMC Applications for FY 2019 (Action Item)**

Support staff is working with MDOT Finance to determine how much is still available from the Culvert Pilot Project appropriation. There may be enough remaining funds to dedicate \$25,000 to do a culvert dashboard and interactive map. A recommendation was made to do culvert training Webinars in FY 2020 and FY 2021 at the cost of \$15,000 per year that provide agencies continued support with doing culvert data collection. TAMC needs to get this culvert data from the pilot out to the people. They need to decide where they want to go with this data. TAMC Bridge Committee needs to discuss whether to add all of the other culvert data that agencies may have to the dashboards and map. Bridge Committee will propose how to use the remaining culvert funds.

The Bridge Committee is currently looking at the condition data and charts for 2018 that will be used in the 2018 annual report.

**Motion:** D. Bradshaw made a motion to dedicate \$25,000 for a culvert dashboard and interactive map, and to use \$15,000 in FY 2020 and FY 2021 (totaling \$30,000) on culvert trainings that provide agencies continued support with doing culvert data collection; J. Start seconded the motion. The motion was approved by all members present.

### **9.2. – ACE Committee – J. Start**

#### **9.2.1. – TAMC 2019 Awards (Attachment 6)**

A copy of the February 7, 2019 memo soliciting nominations to receive a TAMC award (deadline for submission is March 29, 2019); the Awards Program Criteria, TAMC Awards Program Nomination (steps to how TAMC makes its award selections), and past TAMC Award Winners 2009-2018 was shared with the committee. The ACE Committee would like to send a reminder for the TAMC Award nominations in early March of each year. Once award nominations are received, the committee will need to review how the nominated person/organization works to coordinate with other entities. R. Belknap will send out the awards packet. Council members should include the awards in their presentation at conferences and trainings. Support staff can add an awards slide to the presentation.

**Action Item:** R. Belknap to send out the TAMC awards packet to solicit award nominations.

**Action Item:** Support staff to add a slide regarding the TAMC awards to the conferences and training presentation.

#### **9.2.2. – TAMC Policy for Submittal and Review of Asset Management Plans**

Public Act 325 created new reporting and submission requirements for Asset Management Plans. T. Colling at MTU, has created a *White Paper* that will help create a policy on how agencies will submit to TAMC their asset management plans and how TAMC will review asset management plans. A copy of that document was provided to the Committee and they were encouraged to review and provide any comments. The paper is in draft form and is not ready to be shared with the public. Support staff will bring a draft policy to the next ACE Committee meeting in March for the committee's review and comment. How to include such things as culvert and signals will need to be discussed.

**Action Item:** Support staff to write up the *White Paper* submitted by MTU into a TAMC Policy.

#### **9.2.3. - PASER Certification Program**

MTU sent out a reminder notice on the certification program encouraging agencies to participate. Support staff has received emails requesting that TAMC look at the benefits of the certification and requested an extension between certifications. Metropolitan Planning Organizations and Regional Planning Organizations are required to attend the certification training regardless of if they are certified or not. They would like a longer period of time where they are exempt from attending training. There are only approximately 20 people that are certified. A motion was made by the ACE Committee that TAMC change its policy and only require them to send one person but can actually have more people certified. And have that certification be for three years instead of only one year. To be recertified on the fourth year. Then TAMC will need to watch for quality control and if data quality becomes an issue, TAMC will revisit the policy and make appropriate changes.

**Action Item:** R. Belknap will modify the current policy to make these changes and present at the next ACE Committee meeting for their review.

#### **9.2.4. – 2018 TAMC Annual Report – Draft Year in Review Section**

A draft of the Year in Review section was provided and reviewed for inclusion into the annual report. TAMC accomplishments will be added to the TAMC Sharepoint site, as well as any other draft sections that require Council review. If anyone is having problems with getting up on Sharepoint they need to contact support staff for assistance.

### **9.3. – Data Committee – B. McEntee**

#### **9.3.1. – Update on Paving Warranties and the TAMC IRT – B. McEntee**

TAMC will need to add traffic signals and warranties to their data system. B. McEntee informed the Council that TAMC will need to add the Warranty Program information to the TAMC interactive map. There is an agreement between MDOT, the County Road Association (CRA), and MML on the Warranty Program. There is a warranty check box currently in the IRT when agencies are entering a project. There are eight warranty items that need to be entered into the system and five or six of the eight items are already currently being collected in the IRT. We may need to add another 3 or 4 fields in the data set. It will be required for TAMC to keep track of what projects are under warranty.

B. McEntee suggested that TAMC invite subject matter experts to come in and speak to the Council and offer some insight. CSS will need to provide an estimate of how much it will cost to accomplish adding the traffic signals data to the IRT. They will provide their estimate at the March full Council meeting after presenting it at the February Data Committee meeting. TAMC will also need to evaluate whether TAMC should be fully funding this project. They can also look at other sources to assist in the funding of this change. Since TAMC currently houses some warranty information in the IRT, they were chosen to house the additional warranty data.

**Action Item:** CSS will give a cost estimate for warranty work in the IRT and provide that cost estimate first to the Data Committee in February and then to the full Council in March.

**Action Item:** B. McEntee will invite traffic signal and warranty subject matter experts to future Data Committee meetings.

### **9.3.2. – Investment Reporting: Process of Future Projects and 3-Year Plan Requirements**

Agencies are required to report in the IRT three years of planned projects. TAMC and CSS must figure out how to enter the three-year planned projects, how to make the information available to everyone (publicly and by other agencies), and what it will take to make a layer of planned projects in the interactive map. CSS will provide an estimate of costs and how they plan to take the initial steps towards completing this task by the February Data Committee meeting. The Statewide Transportation Improvement Program (STIP) has this information but it is not provided geographically or by funding source.

### **9.3.3. – Establishing a Traffic Signal Survey/Inventory Pilot and Subject Matter Experts**

B. McEntee is still working on getting subject matter experts to attend a Data Committee meeting. He has not received any recommendations on who could attend. It was requested that suggestions be made from support staff, Council members and committees that if anyone has recommended speakers to let him know as soon as possible. He would like to get some guidance from subject matter experts and then do a survey based upon what they find out from the experts. Smaller agencies that may have traffic signal information will also need to be included. It was suggested to include MDOT in on the discussions as they currently are collecting some traffic signal data.

## **9.4. - Michigan Center for Shared Solutions – M. Holmes**

Tasks CSS is currently working on for TAMC:

1. M. Holmes reported that Roadsoft framework version 17 is old and 19 is not ready to go into production. They will continue to use version 17 when collection starts that will provide more time for the version 19 testing. For the organizations that do data collection later; they will start with version 19. Organizations will be provided support by MTU. CSS, MDOT, and MTU want to be sure that during the migration none of the data is lost. There is no firm date as to when version 19 will be available, possibly July 1, 2019. For the MTU trainings they will provide updates. R. Belknap will discuss this during his Regional Coordinator calls.
2. The IRT version 2.9 new release is coming out the first week of March. IRT training slides and TAMC Website are being updated.
3. A rerun of the Bridges reports are being completed for B. McEntee
4. Cost estimates for the culvert pilot project data dashboard and interactive map is being calculated.

**Action Item:** R. Belknap will keep the regions informed of the migration of Roadsoft version 19 during his Regional Coordinator Calls.

#### **9.5. – Michigan Technological University/Technical Assistance Reports**

##### **9.5.1. – Monthly Training Report (December 2018) (Attachment 7)**

A copy of the Training Report for the reporting period of December 1-31, 2018, was provided to the Council.

##### **9.5.2. – Monthly Activities Report (December 2018) (Attachment 8)**

A copy of the Activities Report for the reporting period of December 1-31, 2018, was provided to the Council.

PASER training season has begun and will be provided for the next three months. Training dates for the fall have not been set. MTU will provide those dates as soon as possible.

#### **10. Public Comments:**

J. Moy spoke about broadening the joint collaborative efforts between TAMC and WAMC that will make efforts more cost and time effective. She also offered her assistance to P. Kent with the update of the TAMC award criteria efforts.

#### **11. Member Comments:**

G. Chesbro introduced his replacement TAMC data analyst, Tim Lemon to the Council.

Todd White was again introduced as the replacement for David Wresinski, on the Council representing MDOT. Mr. Wresinski recently retired from MDOT.

J. Johnson attended the County Engineers Workshop, in Sault Ste. Marie, and the question was who was from MML who worked with CRA and that was John LaMocchia.

J. Johnson informed the Council that the Honorable George Hartwell, State Transportation Commission, attended the MTU Local Official Meeting, and did a great job giving the local perspective from the Grand Rapids standpoint. Pete from MTU did a great job on the new version of the MTU Local Officials Meeting.

#### **12. Adjournment:**

The meeting adjourned at 3:02 p.m. The next full Council meeting will be held March 6, 2019 at 1:00 p.m., MDOT Aeronautics Building, 2700 Port Lansing Road, 2<sup>nd</sup> Floor Conference Room, Lansing, Michigan.


<b>TAMC FREQUENTLY USED ACRONYMS:</b>	
<b>AASHTO</b>	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
<b>ACE</b>	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
<b>ACT-51</b>	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
<b>ADA</b>	ADULTS WITH DISABILITIES ACT
<b>ADARS</b>	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
<b>BTP</b>	BUREAU OF TRANSPORTATION PLANNING (MDOT)
<b>CFM</b>	COUNCIL ON FUTURE MOBILITY
<b>CPM</b>	CAPITAL PREVENTATIVE MAINTENANCE
<b>CRA</b>	COUNTY ROAD ASSOCIATION (OF MICHIGAN)



<b>CSD</b>	CONTRACT SERVICES DIVISION (MDOT)
<b>CSS</b>	CENTER FOR SHARED SOLUTIONS
<b>DI</b>	DISTRESS INDEX
<b>ESC</b>	EXTENDED SERVICE LIFE
<b>FAST</b>	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
<b>FHWA</b>	FEDERAL HIGHWAY ADMINISTRATION
<b>FOD</b>	FINANCIAL OPERATIONS DIVISION (MDOT)
<b>FY</b>	FISCAL YEAR
<b>GLS REGION V</b>	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
<b>GVMC</b>	GRAND VALLEY METRO COUNCIL
<b>HPMS</b>	HIGHWAY PERFORMANCE MONITORING SYSTEM
<b>IBR</b>	INVENTORY BASED RATING
<b>IRI</b>	INTERNATIONAL ROUGHNESS INDEX
<b>IRT</b>	INVESTMENT REPORTING TOOL
<b>KATS</b>	KALAMAZOO AREA TRANSPORTATION STUDY
<b>KCRC</b>	KENT COUNTY ROAD COMMISSION
<b>LDC</b>	LAPTOP DATA COLLECTORS
<b>LTAP</b>	LOCAL TECHNICAL ASSISTANCE PROGRAM
<b>MAC</b>	MICHIGAN ASSOCIATION OF COUNTIES
<b>MAP-21</b>	MOVING AHEAD FOR PROGRESS IN THE 21 <sup>ST</sup> CENTURY (ACT)
<b>MAR</b>	MICHIGAN ASSOCIATION OF REGIONS
<b>MDOT</b>	MICHIGAN DEPARTMENT OF TRANSPORTATION
<b>MDTMB</b>	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
<b>MIC</b>	MICHIGAN INFRASTRUCTURE COMMISSION
<b>MITA</b>	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
<b>MML</b>	MICHIGAN MUNICIPAL LEAGUE
<b>MPO</b>	METROPOLITAN PLANNING ORGANIZATION
<b>MTA</b>	MICHIGAN TOWNSHIPS ASSOCIATION
<b>MTF</b>	MICHIGAN TRANSPORTATION FUNDS
<b>MTPA</b>	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
<b>MTU</b>	MICHIGAN TECHNOLOGICAL UNIVERSITY
<b>NBI</b>	NATIONAL BRIDGE INVENTORY
<b>NBIS</b>	NATIONAL BRIDGE INSPECTION STANDARDS
<b>NFA</b>	NON-FEDERAL AID
<b>NFC</b>	NATIONAL FUNCTIONAL CLASSIFICATION
<b>NHS</b>	NATIONAL HIGHWAY SYSTEM
<b>PASER</b>	PAVEMENT SURFACE EVALUATION AND RATING
<b>PNFA</b>	PAVED NON-FEDERAL AID
<b>PWA</b>	PUBLIC WORKS ASSOCIATION
<b>QA/QC</b>	QUALITY ASSURANCE/QUALITY CONTROL
<b>RBI</b>	ROAD BASED INVENTORY
<b>RCKC</b>	ROAD COMMISSION OF KALAMAZOO COUNTY
<b>ROW</b>	RIGHT-OF-WAY
<b>RPA</b>	REGIONAL PLANNING AGENCY
<b>RPO</b>	REGIONAL PLANNING ORGANIZATION
<b>SEMCOG</b>	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
<b>STC</b>	STATE TRANSPORTATION COMMISSION
<b>STP</b>	STATE TRANSPORTATION PROGRAM
<b>TAMC</b>	TRANSPORTATION ASSET MANAGEMENT COUNCIL
<b>TAMCSD</b>	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
<b>TAMP</b>	TRANSPORTATION ASSET MANAGEMENT PLAN
<b>TPM</b>	TRANSPORTATION PERFORMANCE MEASURES
<b>UWP</b>	UNIFIED WORK PROGRAM

DRAFT

## TAMC Budget Expenditure Report

 Michigan Transportation Asset Management Council		FY17 Budget			FY17 Actual			FY18 Budget			FY18 Actual			FY19 Budget			FY19 Year to Date			FY20 Budget		
		(most recent invoice date)	\$	Spent	Balance	\$	Spent	Balance	\$	Spent	Balance	\$	Spent	Balance	\$	Spent	Balance	\$				
<b>I. Data Collection &amp; Regional-Metro Planning Asset Management Program</b>																						
Battle Creek Area Transportation Study	1 qtr 19	\$	20,000.00	\$	15,444.03	\$	4,555.97	\$	20,500.00	\$	20,213.36	\$	286.64	\$	20,500.00	\$	2,143.27	\$	18,356.73	\$	20,500.00	
Bay County Area Transportation Study	1 qtr 19	\$	20,000.00	\$	10,794.42	\$	9,205.58	\$	21,100.00	\$	8,028.84	\$	13,071.16	\$	21,100.00	\$	5,210.01	\$	15,889.99	\$	19,900.00	
Central upper Peninsula Planning and Development	1 qtr 19	\$	40,471.00	\$	40,471.00	\$	-	\$	47,000.00	\$	47,000.00	\$	-	\$	47,000.00	\$	5,487.67	\$	41,512.33	\$	50,000.00	
East Michigan Council of Governments	JAN	\$	95,995.00	\$	80,092.75	\$	15,902.25	\$	111,000.00	\$	81,559.65	\$	29,440.35	\$	111,000.00	\$	21,025.50	\$	89,974.50	\$	108,000.00	
Eastern Upper Peninsula Regional Planning & Devel.	1 qtr 19	\$	20,000.00	\$	20,000.00	\$	-	\$	23,100.00	\$	23,100.00	\$	-	\$	23,100.00	\$	5,943.70	\$	17,156.30	\$	25,000.00	
Genesee Lapeer Shiawassee Region V Planning Com.	NOV	\$	39,423.00	\$	37,172.06	\$	2,250.94	\$	46,000.00	\$	45,954.99	\$	45.01	\$	46,000.00	\$	-	\$	46,000.00	\$	46,000.00	
Grand Valley Metropolitan Council	1 qtr 19	\$	20,000.00	\$	18,974.64	\$	1,025.36	\$	25,000.00	\$	12,060.69	\$	12,939.31	\$	25,000.00	\$	1,112.35	\$	23,887.65	\$	24,000.00	
Kalamazoo Area Transportation Study	1 qtr 19	\$	20,000.00	\$	19,128.11	\$	871.89	\$	22,000.00	\$	21,588.77	\$	411.23	\$	22,000.00	\$	1,102.95	\$	20,897.05	\$	22,000.00	
Macatawa Area Coordinating Council	1 qtr 18	\$	20,000.00	\$	7,405.66	\$	12,594.34	\$	20,200.00	\$	9,575.57	\$	10,624.43	\$	20,200.00	\$	190.00	\$	20,010.00	\$	19,000.00	
Midland Area Transportation Study	1 qtr 19	\$	20,000.00	\$	17,660.54	\$	2,339.46	\$	21,000.00	\$	20,857.81	\$	142.19	\$	21,000.00	\$	1,680.88	\$	19,319.12	\$	21,000.00	
Northeast Michigan Council of Governments	DEC	\$	43,426.45	\$	43,426.45	\$	-	\$	52,200.00	\$	52,200.00	\$	-	\$	46,000.00	\$	10,175.86	\$	35,824.14	\$	51,000.00	
Networks Northwest	1 qtr 19	\$	61,316.00	\$	61,316.00	\$	-	\$	72,000.00	\$	71,915.46	\$	84.54	\$	72,000.00	\$	10,034.74	\$	61,965.26	\$	75,000.00	
Region 2 Planning Commission	4 qtr 18	\$	37,940.00	\$	24,743.56	\$	13,196.44	\$	42,000.00	\$	29,362.33	\$	12,637.67	\$	42,000.00	\$	-	\$	42,000.00	\$	40,000.00	
Saginaw County Metropolitan Planning Commission	4 qtr 18	\$	20,000.00	\$	11,585.29	\$	8,414.71	\$	22,200.00	\$	22,000.00	\$	200.00	\$	22,200.00	\$	-	\$	22,200.00	\$	21,000.00	
Southcentral Michigan Planning Commission	1 qtr 19	\$	53,162.00	\$	36,915.67	\$	16,246.33	\$	57,300.00	\$	37,137.28	\$	20,162.72	\$	57,300.00	\$	1,913.04	\$	55,386.96	\$	55,000.00	
Southeast Michigan Council of Governments	JAN	\$	135,680.00	\$	135,679.60	\$	0.40	\$	174,000.00	\$	174,000.00	\$	-	\$	174,000.00	\$	34,921.74	\$	139,078.26	\$	174,000.00	
Southwest Michigan Planning Commission	1 qtr 19	\$	37,030.00	\$	37,030.00	\$	-	\$	41,000.00	\$	41,000.00	\$	-	\$	41,000.00	\$	2,584.95	\$	38,415.05	\$	41,000.00	
Tri-County Regional Planning Commission	1 qtr 19	\$	33,786.00	\$	33,786.00	\$	-	\$	40,000.00	\$	21,680.54	\$	18,319.46	\$	40,000.00	\$	3,780.24	\$	36,219.76	\$	40,000.00	
West Michigan Regional Planning Commission	1 qtr 19	\$	82,467.00	\$	82,467.00	\$	-	\$	91,000.00	\$	74,351.07	\$	16,648.93	\$	91,000.00	\$	4,848.68	\$	86,151.32	\$	88,000.00	
West Michigan Shoreline Regional Development Com.	DEC	\$	46,781.56	\$	46,145.01	\$	636.55	\$	54,000.00	\$	51,333.45	\$	2,666.55	\$	54,000.00	\$	2,725.36	\$	51,274.64	\$	54,000.00	
Western Upper Peninsula Regional Planning & Devel.	1 qtr 19	\$	34,867.00	\$	34,847.53	\$	19.47	\$	40,000.00	\$	40,000.00	\$	-	\$	40,000.00	\$	6,848.30	\$	33,151.70	\$	42,000.00	
MDOT Region Participation & PASER Quality Control	2/5/19	\$	62,750.00	\$	85,337.50	\$	(22,587.50)	\$	80,000.00	\$	52,914.97	\$	27,085.03	\$	91,440.00	\$	6,667.64	\$	84,772.36	\$	80,000.00	
<b>Fed. Aid Data Collection &amp; RPO/MPO Program Total</b>		\$	965,095.01	\$	900,422.82	\$	64,672.19	\$	1,116,400.00	\$	957,834.78	\$	158,565.22	\$	1,116,400.00	\$	128,396.88	\$	988,003.12	\$	1,116,400.00	
<b>II. PASER Data Collection (Paved, Non-Federal-Aid System)</b>																						
<b>PASER PNFA Data Collection Total</b>		\$	40,760.39	\$	40,760.39	\$	-	<i>(FY18 PNFA Moved into Data Collection Program Above)</i>			<i>(FY19 PNFA Moved into Data Collection Program Above)</i>			<i>(FY20 PNFA Moved into Data Collection Program Above)</i>								
<b>III. TAMC Central Data Agency (MCSS)</b>																						
Project Management	1/31/19	\$	37,800.00	\$	\$40,064.00	\$	(\$2,264.00)	\$	42,000.00	\$	46,585.00	\$	(\$4,585.00)	\$	42,000.00	\$	17,869.00	\$	24,131.00	\$	380,000.00	
Data Support /Hardware / Software	1/31/19	\$	60,200.00	\$	\$58,833.00	\$	\$1,367.00	\$	68,800.00	\$	67,800.00	\$	1,000.00	\$	68,800.00	\$	4,225.00	\$	64,575.00	\$	-	
Application Development / Maintenance / Testing	1/31/19	\$	83,280.00	\$	\$78,238.00	\$	\$5,042.00	\$	114,475.00	\$	115,250.00	\$	(\$775.00)	\$	114,475.00	\$	9,800.00	\$	104,675.00	\$	-	
Help Desk / Misc Support / Coordination	1/31/19	\$	66,600.00	\$	\$65,652.00	\$	\$948.00	\$	70,200.00	\$	68,200.00	\$	2,000.00	\$	70,200.00	\$	11,350.00	\$	58,850.00	\$	-	
Training	1/31/19	\$	27,600.00	\$	\$29,133.00	\$	(\$1,533.00)	\$	34,950.00	\$	24,850.00	\$	10,100.00	\$	34,950.00	\$	1,450.00	\$	33,500.00	\$	-	
Data Access / Reporting	1/31/19	\$	47,155.00	\$	\$45,696.00	\$	\$1,459.00	\$	49,575.00	\$	52,175.00	\$	(\$2,600.00)	\$	49,575.00	\$	19,575.00	\$	30,000.00	\$	-	
<i>FY17 Off Budget: IRT Re-write - \$241,000</i>		9/30/17	\$	241,040.00	\$	260,023.00	\$	(\$18,983.00)														
<b>TAMC Central Data Agency (MCSS) Total</b>		\$	322,635.00	\$	317,616.00	\$	5,019.00	\$	380,000.00	\$	374,860.00	\$	5,140.00	\$	380,000.00	\$	64,269.00	\$	315,731.00	\$	380,000.00	
<b>IV. TAMC Training &amp; Education (MTU) Calendar Year Z1</b>																						
<b>V. TAMC Activities (MTU) Z15/R1</b>		2/21/19	\$	210,000.00	\$	208,658.90	\$	1,341.10	\$	235,000.00	\$	219,780.57	\$	15,219.43	\$	220,000.00	\$	4,203.62	\$	215,796.38	\$	220,000.00
<b>VI. TAMC Expenses</b>		2/21/19	\$	70,000.00	\$	60,253.50	\$	9,746.50	\$	115,000.00	\$	114,089.32	\$	910.68	\$	120,000.00	\$	16,099.26	\$	103,900.74	\$	120,000.00
<b>Fall Conference Expenses</b>																						
Fall Conference Expenses	12/11/18	\$	6,000.00	\$	8,312.40	\$	-	\$	10,000.00	\$	7,269.00	\$	-	\$	10,000.00	\$	7,507.40	\$	-	\$	10,000.00	
Fall Conf. Attendance Fees + sponsorship Fees	12/11/18	\$	-	\$	2,625.00	\$	-	\$	-	\$	4,405.00	\$	-	\$	-	\$	6,755.00	\$	-	\$	-	
Net Fall Conference	12/11/18	\$	8,625.00	\$	8,312.40	\$	312.60	\$	14,405.00	\$	7,269.00	\$	7,136.00	\$	16,755.00	\$	7,507.40	\$	9,247.60	\$	-	
Spring Conference Expenses	11/5/18	\$	8,000.00	\$	6,721.80	\$	-	\$	3,800.00	\$	7,439.36	\$	-	\$	10,000.00	\$	-	\$	-	\$	10,000.00	
Spring Conf. Attendance Fees + sponsorship Fees	8/17/18	\$	-	\$	6,140.00	\$	-	\$	-	\$	8,350.00	\$	-	\$	-	\$	1,000.00	\$	-	\$	-	
Net Spring Conference	11/5/18	\$	14,140.00	\$	6,721.80	\$	7,418.20	\$	12,150.00	\$	7,439.36	\$	4,710.64	\$	11,000.00	\$	-	\$	11,000.00	\$	10,000.00	
Other Council Expenses	12/19/18	\$	3,915.29	\$	8,483.24	\$	(\$4,567.95)	\$	10,000.00	\$	7,301.72	\$	2,698.28	\$	10,000.00	\$	935.22	\$	9,064.78	\$	10,000.00	
<b>TAMC Expenses Total</b>		\$	26,680.29	\$	23,517.44	\$	3,162.85	\$	36,555.00	\$	22,010.08	\$	14,544.92	\$	37,755.00	\$	8,442.62	\$	29,312.38	\$	20,000.00	
<b>VII. Culvert Pilot Project</b>																						
Central Data Agency (MCSS)	10/16/18	\$	-	\$	-	\$	-	\$	15,000.00	\$	9,312.00	\$	5,688.00	\$	25,000.00	\$	-	\$	-	\$	-	
MTU Project Management & Training	1/2/19	\$	-	\$	-	\$	-	\$	172,100.00	\$	172,100.00	\$	-	\$	15,000.00	\$	-	\$	-	\$	15,000.00	
TAMC Administration & Contingency	11/7/18	\$	-	\$	-	\$	-	\$	84,438.00	\$	-	\$	84,438.00	\$	-	\$	-	\$	-	\$	-	
Central upper Peninsula Planning and Development	3 qtr 18	\$	-	\$	-	\$	-	\$	88,641.00	\$	51,909.64	\$	36,731.36	\$	-	\$	-	\$	-	\$	-	
East Michigan Council of Governments	SEPT	\$	-	\$	-	\$	-	\$	328,607.00	\$	259,229.13	\$	69,377.87	\$	-	\$	-	\$	-	\$	-	
Eastern Upper Peninsula Regional Planning & Devel.	4 qtr 18	\$	-	\$	-	\$	-	\$	5,688.00	\$	5,034.70	\$	653.30	\$	-	\$	-	\$	-	\$	-	
Genesee Lapeer Shiawassee Region V Planning Com.	SEPT	\$	-	\$	-	\$	-	\$	124,909.00	\$	54,266.60	\$	70,642.40	\$	-	\$	-	\$	-	\$	-	
Grand Valley Metropolitan Council	4 qtr 18	\$	-	\$	-	\$	-	\$	77,782.00	\$	69,733.25	\$	8,048.75	\$	-	\$	-	\$	-	\$	-	
Kalamazoo Area Transportation Study	SEPT	\$	-	\$	-	\$	-	\$	50,402.00	\$	15,879.65	\$	34,522.35	\$	-	\$	-	\$	-	\$	-	
Northeast Michigan Council of Governments	SEPT	\$	-	\$	-	\$	-	\$	33,506.00	\$	21,781.96	\$	11,724.04	\$	-	\$	-	\$	-	\$	-	
Networks Northwest	SEPT	\$	-	\$	-	\$	-	\$	184,513.00	\$	163,641.05	\$	20,871.95	\$	-	\$	-	\$	-	\$	-	
Region 2 Planning Commission	3 qtr 18	\$	-	\$	-	\$	-	\$	54,900.00	\$	22,776.80	\$	32,123.20	\$	-	\$	-	\$	-	\$	-	
Southcentral Michigan Planning Commission	SEPT	\$	-	\$	-	\$	-	\$	93,456.00	\$	36,137.17	\$	57,318.83	\$	-	\$	-	\$	-	\$	-	
Southeast Michigan Council of Governments	SEPT	\$	-	\$	-	\$	-	\$	87,644.00	\$	45,757.96	\$	41,886.04	\$	-	\$	-	\$	-	\$	-	
Southwest Michigan Planning Commission	4 qtr 18	\$	-	\$	-	\$	-	\$	101,849.00	\$	67,138.17	\$	34,710.83	\$	-	\$	-	\$	-	\$	-	
Tri-County Regional Planning Commission	4 qtr 18	\$	-	\$	-	\$	-	\$	47,587.00	\$	6,962.44	\$	40,624.56	\$	-	\$	-	\$	-	\$	-	
West Michigan Regional Planning Commission	SEPT	\$	-	\$	-	\$	-	\$	241,511.00	\$	181,441.39	\$	60,069.61	\$	-	\$	-	\$	-	\$	-	
West Michigan Shoreline Regional Development Com.	SEPT	\$	-	\$	-	\$	-	\$	144,238.00	\$	89,092.30	\$	55,145.70	\$	-	\$	-	\$	-	\$	-	
Western Upper Peninsula Regional Planning & Devel.	4 qtr 18	\$	-	\$	-	\$	-	\$	63,229.00	\$	46,960.41	\$	16,268.59									

Work Product	Tasks	2019	Status	Notes
<b>PA 325</b>				
Training	Revise Training Programs			
	Revise budget for new training needs		<b>MTU working on this</b>	
Modeling	Develop an understanding of asset deterioration			
	Make deterioration rates available to the public			
AM Plans	Update/Create Asset Management Plan Template			
	Develop a 3-year schedule for plan submission by top 123 (agencies with >100 miles)	<b>✓</b>	3-year schedule identified and agencies notified	
	Develop a process for submittal and approval of AM plans		<b>MTU working on this; TAMC staff will also need to discuss with Finance Bureau for other city plans</b>	
Coordinate with WAMC/MIC	Coordinate asset condition approach with WAMC/MIC			
	Define age of construction across assets			
	Coordinate on transparency and what needs to be shared			
	Attend/monitor MIC meetings	<b>ongoing</b>		
	Attend/monitor WAMC meetings	<b>ongoing</b>		
Data Collection	Data Governance and standards for culverts			
	Data Governance and standards for signals			
	Leverage technology for data collection			
Staff	Identify staff and budget needed to comply			

Work Product		Tasks	2019	Status	Notes
Communications					
1	Press Releases	Continue publishing press releases as appropriate	Ongoing		Past Press Releases are on the website
2	Monthly Summary of TAMC Activities & Initiatives	Seek feedback on larger issues	Ongoing		As necessary on appropriate agenda items
3	Outreach with Stakeholders	Regional Coordinator Call	Ongoing	Calls will restart in the spring	
		Query how is info shared with partner agencies			
4	Support TAMC Partner Agencies at Conferences	Develop schedule of conferences/topics		2019 Schedule completed	
		Coordinate TAMC attendees		Completed?	
Publications					
1	ANNUAL REPORT *	Compile and submit to Legislature by May		In process	
		Develop detailed schedule with milestones	✓		
		Get feedback from conference attendees		Customer Satisfaction Survey gave value of Annual Report adequate marks (3.7/5)	Should we make this a standard question at conferences?
		Marketing assessment			ACE gave this medium priority
2	Website Update	Maintain website	ongoing		
		Define Support Role	ongoing	Personnel issues have dropped this back onto CSSfor now	
3	"Bridge" Newsletter	Develop schedule w/ milestones & who is writing	ongoing	MTU working on article about PA 325 requirements	
4	Other Publications	Investigate other opportunities to highlight TAMC	ongoing		When TAMC has something newsworthy to share, staff will develop material to include in members' constituent newsletters
Public Outreach					
1	Promote Roadsoft as AM Platform	Continue to assist MTU-CTT in deployment of Roadsoft	ongoing		
2	Website Interactive Maps	Overall coordination/updates	ongoing		
		Update cycle related to TAMC activity	ongoing	CSS to make new data available in conjunction with release of annual report	
		Continual improvement	ongoing	CSS to report monthly	
3		Overall coordination/updates	ongoing		
		Continual review of new/revised dashboards	ongoing		Upgrades made in 2018

Work Product		Tasks	2019	Status	Notes
	Dashboards	Timely updates scheduled, define & implement		<b><i>CSS to make new data available in conjunction with release of annual report</i></b>	
4	Mobile Apps	Maintain mobile apps	ongoing		interactive map is now tablet and phone friendly
		Update as needed	ongoing	dashboard mobile app still to come	
		Lessons learned			Who would best evaluate this?
5	TAMC Awards	Continue program		<b><i>Time to start looking for nominees for awards at spring conference</i></b>	ACE gave this high priority
		Evaluate & update selection process		<b><i>Is ACE content with the process used last Spring? If so, this item can be marked completed</i></b>	ACE gave this lower priority to be addressed later in 2018
6	Social Media	Explore social media platforms			ACE gave this medium priority

Work Product		Tasks	2019	Status	Notes
<b>Data Collection</b>					
1	<b>COLLECT PASER DATA *</b>	Collect data on no less than 1/2 FA paved	✓		
		Perform QC on PASER ratings	ongoing	<i>In process; Consultant will speak to Data Committee in March</i>	
		Continue use of IRT to upload data sets	ongoing	FY2017 97% complete; FY2018 submittals have begun	Updates provided monthly
2	Review Collection Methods & Reimbursement Policy for FA and Non-FA Networks (Paved & Unpaved)	Research cost-effectiveness of data collection effort	ongoing	On hold until better data available based on new data collection policy, per Data Committee	Data Committee assigned this high priority, but would like better costs per mile first
		Focus efforts to collect data on top 123 (agencies with > 100 miles)	ongoing	PA 325 increases focus on this	Data Committee assigned this lower priority
	Bridges	Anticipate changes - new nat'l requirements		<i>Snapshot expected in March</i>	
4	Ensure Framework Base Map is Current	Update data sets within Framework	ongoing		framework base map & Act 51 maps not the same; to be corrected as identified
		Develop business needs for RFPs		<i>Discuss as part of strategic planning/budget efforts for 2021</i>	"Best Value" bid process would run thru MDOT, RFP prepared by council or subcommittee
		Subject matter expert input & feedback	ongoing		Raters provide feedback on corrections as they find them
5	Data Collection Models	Continue Roadsoft promotion to Act 51 agencies	ongoing		
		Maintain Markov model in working order	ongoing	Data Committee has begun to discuss data analysis options	
7	Asset Management Plans	Prep & training for development of agency AM plans		<i>Successful training held in December 2018</i>	
		Focus efforts to collect plans from top 123 (agencies with > 100 miles)		PA 325 requirements address this	

Work Product		Tasks	2019	Status	Notes
Training & Education					
1	PASER & IRT TRAINING *	Continue training		2019 Schedule Available on website	
		Identify attendees & report results			
		Identify success/failure & report results	ongoing	Does TAMC want to make a special effort to market training?	Customer Satisfaction Survey gave training high marks(4.38/5); participation could be better as only just more than half of respondents had attended training
2	Local Officials Training & Workshops	Training gap analysis			
		Informational tools			
		Update as necessary	ongoing		
3	New AM Training	Operational aspects of AM			
		Update as necessary	ongoing		
4	Inventory-based Rating Training	Develop and deliver training program	ongoing		
	Informational Tools	Pilot two 90-second videos		<b>Video being produced through MIC website development</b>	ACE assigned this low priority
6	Continued Education w/ Legislature	Customized pamphlet/brochure by lege district		MPOS and regions do an annual report of paser condition	
		Set up event w/ legislators		Referred to ACE; would need to seek assistance/support from MITA	ACE gave this high priority
7	Bi-Annual Conference	Continue coordinating conference(s)	ongoing	Next conference May 22, 2019, partnering with APWA MI	
		Identify attendees & report results	ongoing		
		Identify success/failure & report results	ongoing		
Data Analysis & Resarch Opportunities					
1	IRT DATA *	Integration between PASER & IRT	ongoing		
		Data quality	ongoing		
		Analyze Best & Worst practices			Data committee discussed in September; more conversation likely needed
2	Data Storage & Design Reports - Recommendations for Optimal Use	Assessment		2018 rewrite of IRT with enhanced reporting should address this	
		Update requirements working w/ stakeholders			
		Report		CSS working on an update	Data Committee assigned this high priority
3	Forecasting	Review new IRT data for forecasting tools		<b>CSS working on this?</b>	Data Committee assigned this medium priority
Project & Investment Reporting					



Work Product		Tasks	2019	Status	Notes
	Fields Inquiring about AM Process	Compare & analyze AM plans & data from IRT with PASER and Bridge data		Data committee discussed potential research problem statement in Summer 2018	Data Committee assigned this high priority
		Analyze plan elements & components; present agencies that are high performers		after data committee completes analysis	
		Communication plan		included in MPOs and RPO's 2018 UWP	
3	Continuing Compliance Monitoring	Analysis & reporting	ongoing	support staff working with MDOT Act 51 team; monthly status updates reported at Data Committee	
		Continue monitoring on how compliance is being done	ongoing		
4	Quality Control (IRT)	Assess & report on quality of information			ad hoc approach
		Update 2009 Cost Investment Report		<b><i>MTU recently shared its work on this</i></b>	still to come
Performance Measures					
1	Develop Measures for TAMC	Implementation of Work Program	ongoing	summary provided monthly	
		IRT-ADARS		summary provided monthly	
		Miles collected		summary provided monthly	
		Number of Asset Management Plans rec'd		Data committee to consider monthly	
		Council budget spent/budget reporting		summary provided monthly	
		Develop more as needed		Culvert Project measures of success?	
2		Determine where there's duplication of effort	ongoing		
* denotes items required by law					



February 27, 2019

Roger Belknap and Rebecca Curtis, P.E.  
MDOT TAMC Coordinator/MDOT Deputy Chief Bridge Engineer  
Michigan Department of Transportation  
425 W. Ottawa St., P.O. Box 30050  
Lansing, MI 48909

RE: 2019 Project of the Year  
APWA - Michigan Chapter

Dear Mr. Bellknap and Ms. Curtis:

Congratulations!

The Michigan Chapter of the American Public Works Association is very pleased to announce that your project:

2018 TAMC Michigan Local Agency Culvert Inventory Pilot

Has been awarded Project of the Year in the category of:  
GOVERNMENT CORPORATION

At the Annual Conference in May of this year, the Michigan Chapter will recognize this project as an award winner. In addition, your project was forwarded to the APWA National office for competition at that level.

The Michigan Chapter of American Public Works Association will be holding its Annual Conference at the Treetops Resort in Gaylord, Michigan. The Awards Banquet will be held on Thursday, May 23, 2019, beginning at 6:00 pm. For those attending the Awards Banquet, the cost is \$50.00 per person. Registration information regarding the Conference is enclosed with this letter and on the Chapter website at <http://michigan.apwa.net/>.

Plaque wording will be:

2018 TAMC Michigan Local Agency Culvert Inventory Pilot  
Michigan Department of Transportation  
Michigan Technological University

Three plaques will be provided at no cost. In the event you have any changes or special requests regarding your plaques, please contact me by April 15<sup>th</sup>.

I can be contacted at (248) 871-2530 or my e-mail: [kmondora@fhgov.com](mailto:kmondora@fhgov.com).

Sincerely,

Karen Mondora, PE  
Awards Chairperson  
APWA – Michigan Chapter

Encl: 2019 APWA Michigan Chapter Registration  
cc: Tim Colling, P.E., Scott Bershing, Chris Gilbertson, P.E. – Michigan Technological University



## Policy for Collection of Roadway Surface Condition Data

The Transportation Asset Management Council adopted this policy on \_\_\_\_\_.

### Introduction:

The Transportation Asset Management Council (TAMC) was established to expand the practice of asset management statewide to enhance the productivity of investing in Michigan's roads and bridges. Part of the TAMC's mission is to collect physical inventory and condition data on all roads and bridges in Michigan. This document describes the policy and procedures for collecting the physical inventory and surface condition data of paved and unpaved roads and streets owned by Public Act 51 agencies on the Federal Aid eligible and Non-Federal Aid eligible within Michigan. The TAMC has a TAMC Asset Management Coordinator who is responsible for the support and operation of the TAMC activities.

According to Act 51 (P.A. 499 2002, P.A. 199 2007); each Local Road Agency and the Michigan Department of Transportation (MDOT) shall annually report to the TAMC the mileage and condition of the road and bridge system under their jurisdiction. Additionally, procedures and requirements developed and presented by the TAMC shall, at a minimum, include the areas of training, data storage and collection, reporting, development of a multiyear program, budgeting and funding, and other issues related to asset management.

The TAMC has given the responsibility of managing the TAMC work program to the Regional Planning Organizations (RPO)/Metropolitan Planning Organizations (MPO). The RPO/MPOs have TAMC work activities included in their annual work programs and have funds allocated from the TAMC for those activities. The RPO/MPO will have to allocate those funds among eligible work activities in order to best complete the priorities of the TAMC. Therefore the RPO/MPO may need to limit its authorizations for reimbursements in order to manage its work programs.

### This policy applies to the collection of roadway surface condition data on:

- Federal-aid (FA) eligible network of public roads and streets using the Pavement Surface Evaluation and Rating system (PASER),
- Non-Federal-aid (NFA) eligible network of public roads and streets using the PASER system, and
- Unpaved roads and streets on either the FA or the NFA networks using the Inventory Based Rating™ (IBR) system.

### Rating Teams

NOTE: Refer to the *PASER Training/Certification* Requirements section of this policy for training and certification requirements.

Data collection logs MUST contain rating team members' or observers' names and agencies, mileage, rating dates, and rating times. Although the TAMC supports interest by others in the data collection process, observers will not be reimbursed by the TAMC for their time.

### FA Rating Teams

Rating teams must be comprised of a minimum of three raters: one (1) member from MDOT, one (1) member from the RPO/MPO and one (1) member/representative from the Act 51 road agency being rated (County, City/Village). All of these members must meet the training and/or certification requirements.

Additional participants may be included however, they must meet the training/certification requirements in order to be reimbursed with TAMC funds through the RPO/MPO for their effort. Although the TAMC supports interest by others in the data collection process, observers will not be reimbursed by the TAMC for their time.

### **NFA Rating Teams**

- a. If TAMC reimbursement for NFA data collection has not been approved, but the agency would like condition data included in TAMC's state wide database:**

The Act 51 road agency may establish their own collection schedule and collect data on their NFA network.

The rating team shall consist of a minimum of one rater: one (1) member/representative of the Act 51 road agency who meets the training and/or certification requirements.

The TAMC encourages all rating team participants to follow their agency's safety procedures and practices.

- b. If TAMC reimbursement is being requested:**

Road agencies must receive authorization prior to gathering any data from the RPO/MPO for reimbursement for NFA data collection.

Road agencies must submit a written request for reimbursement; the request should include the miles of NFA rated and the total estimated cost (actual costs claimed must not exceed the estimated costs) for the data gathering, trained/certified team members' time, and vehicle use. This request must also clarify which fiscal year the data collection and reimbursement will take place. Requests for NFA data collection reimbursement authorization are required to be received by the RPO/MPO by October 1.

The RPO/MPO decision on what requests for reimbursement are approved will consider:

- available budget,
- absence or age of the NFA data that will be collected,
- last year of reimbursement to the road agency for that NFA data set. No more frequently than once every three [3] years,
- rating team members' training and/or certification status

The rating team shall consist of a minimum of two (2) people: one (1) member/representative of the Act 51 road agency who meets the training and/or certification requirements and one (1) member who the Act 51 road agency chooses to represent it, RPO/MPO, Act 51 agency staff or others. Untrained or uncertified raters will not be reimbursed. Although the TAMC supports interest by others in the data collection process, observers will not be reimbursed by the TAMC for their time.

The TAMC encourages all rating team participants to follow their agency's safety procedures and practices.

### **PASER Training/Certification Requirements:**

#### **Training:**

- Any rater who participates in the PASER data collection and influences the rating activity MUST attend an on-site PASER training in the same year the data collection occurs.
- New raters (never attended PASER training before) and seasoned raters (who did not attend PASER training the year prior) MUST attend one (1) supplemental PASER webinar training session in addition to attending one (1) on-site session.
- Individuals who are PASER Certified Raters are exempted from on-site training as defined in PASER Certification Eligibility Requirements section of this policy.
- Any rater who participates in the data collection for unpaved roads shall attend IBR training within three years of the year IBR data collection is conducted.
- New IBR raters (never attended IBR training before) and seasoned raters (who did not attend IBR training within three calendar years of the IBR data collection) MUST attend one (1) IBR training session.
- RPO/MPO representatives are required to send at least one member of staff attend PASER and IBR training events every year. Other RPO/MPO staff members can apply for certification status. RPO/MPO representatives are critical to the success of the PASER data collection effort, so it is important for them to continue to promote and support the program by attending on-site events.

#### **Certification Eligibility Requirements:**

To be considered a candidate to take the PASER certification exam the rater must meet the following criteria:

- All raters: Six (6) or more years (not including current year) of attendance of PASER on-site training as verified through the Center for Technology & Training (CTT) records.
- Raters who are licensed professional civil engineers: Three (3) or more years (not including current year) of attendance of PASER on-site training as verified through CTT records.
- Raters who actually rated a portion of their road network during TAMC collection for the same number of years trained (not including current year). This will be verified by a signed letter from the individual stating their rating experience.
- Raters who attended the annual TAMC PASER on-site training portion of the workshop as well as the examination administration portion of the workshop.

#### **Certification Exam:**

- The written certification exam will be administered at the on-site sessions of PASER training to eligible candidates.
- Raters must pass the written certification exam during the on-site training sessions. The passing score is 70% correct or will be adjusted using the normal distribution (bell curve) of the scores depending on the difficulty of the exam questions at the discretion of CTT staff.
- Raters who do not pass the certification exam will be able to attend another on-site PASER training session and retake the exam as many times in one year as space and CTT administration allows.
- The TAMC will hold exam results and exam questions as documents that are not open to the public without a freedom of information act request to prohibit development of files of exam questions that can be used to memorize facts rather than learning concepts.

**There is no current certification exam for IBR (unpaved road) data collection.**

**Certification Responsibilities:**

- Certified raters are required to attend on-site PASER training every fourth year and recertify by taking the certification exam.
- Certified raters are required to attend an organizational webinar for updates to business rules and changes to the data collection process as necessary. This webinar is required to keep certified raters informed of new guidance in the program and provides raters with an opportunity to interact with TAMC members.

**MDOT Region Representative Responsibilities**

NOTE: Each MDOT Region must designate a MDOT Region Representative to be a contact source for the TAMC.

- Ensuring that a trained and/or certified MDOT rater participates on the rating team for the annual FA data collection.
- Providing an MDOT vehicle for the annual FA data collection.
- Ensuring non-MDOT members of rating team are provided with State of Michigan travel and reimbursement rate schedules at the start of the rating season.

**RPO/MPO Regional Coordinator Responsibilities**

NOTE: Each RPO/MPO must designate a RPO/MPO Regional Coordinator to be a contact source for the TAMC.

- Establishing the data collection schedule and coordinating the dates for FA road rating with the respective rating teams.

NOTE: The TAMC outlines policies for the data collection cycle schedule as well as first and last days of annual data collection in the *Data Collection* section.

- Ensuring/verifying the rating team has the required number of trained and/or certified raters from the Act 51 road agency(ies) collecting the road surface condition data (see the *Rating Teams* and the PASER Training/Certification Requirements sections of this policy for more information).
- Ensuring daily data collection logs which MUST contain team members or observers' names and agency, mileage, rating dates and time are accurately completed for each day of reimbursable data collection.
- Verifying/checking the miles of road surface condition data collected.
- Performing quality control checks of the data collected.

NOTE: The RPO/MPO Regional Coordinator MUST review the collected data—looking for missing entries (zeros), valid surface type, missing surface type, valid number of lanes, missing lane information, and large increases/decreases in PASER scores for road segments that have had no treatments—before sending it to the Center for Shared Solutions (CSS).

- Ensuring that the completed PASER data export file is the correct file type and submitting the PASER data export file to the CSS (see the *Data Submission/Standards* section of this policy for more information).
- Submitting RPO/MPO invoices for reimbursement to the TAMC Asset Management Coordinator monthly or quarterly for all expenses related to training, data collection efforts,

quality control, and data submission activities. Including copies of daily collection logs and any other backup information as attachments to the invoice.

### **Data Collection**

- FA data collection must be completed in a two- (2) year cycle for the entire FA network.
- NFA data collection is encouraged with or without TAMC reimbursement.
- Each rating team must complete the following logs when being reimbursed for their work:
  - Daily data collection logs which MUST contain team members or observers' names and agency, mileage, rating dates and time are accurately completed for each day of reimbursable data collection.
  - Prepare a list that includes rater's names and agencies, as well as the certification that all raters were appropriately trained/certified.
- Data collection on paved roads must be consistent with the current [TAMC PASER Training Manual](http://michiganltap.org/paser-resources), the [Sealcoat Revised Rating Guide for Michigan](http://michiganltap.org/paser-resources), and, when appropriate, the [Asphalt, Concrete, and Sealcoat PASER Manuals](http://michiganltap.org/paser-resources) (accessible at <http://michiganltap.org/paser-resources>).
- Data collection on unpaved roads and streets must be consistent with the current IBR training and the *IBR Field Guide*.
- The use of the Roadsoft Laptop Data Collector (LDC) is required.
- The first day for data collection shall be the first Monday in April of each year; the last day for data collection shall be the last Friday in November of each year.

### **Data Submission/Standards**

- FA/NFA data collected is to be submitted to the CSS by the RPO/MPO Regional Coordinator, who will submit the data following quality assurance and quality control guidelines.
- The export file from Roadsoft MUST be in a shapefile format; exports containing text files are not accepted. See the current [TAMC PASER Training Manual](http://michiganltap.org/paser-resources) (accessible at <http://michiganltap.org/paser-resources>) for additional information.
- The deadline for the RPO/MPO Regional Coordinator to submit the data to the CSS is the first Friday of December.

### **Reimbursement**

Note: Act 51 road agencies must receive prior authorization from the RPO/MPO for reimbursement for NFA data collection. Please refer to the earlier section on NFA Rating Teams: b. If TAMC reimbursement is being requested section.

The TAMC has given the responsibility of managing portions of the TAMC work program to the RPO/MPOs. The RPO/MPOs have TAMC work activities included in their annual work programs and have funds allocated from the TAMC for those activities. The RPO/MPO will have to allocate those funds among eligible work activities in order to best complete the priorities of the TAMC. Therefore the RPO/MPO may need to limit its authorizations for reimbursements in order to manage its work programs and will work with its members to coordinate activities.

- Rating team members who represent MDOT will be reimbursed by the TAMC via annual approved budget for PASER review.
- Rating team members who represent the RPO/MPO will be reimbursed via annual project authorization with the TAMC.
- Rating team members who represent Act 51 (county, city, or village) road agencies will be reimbursed, for FA data collection and, with prior authorization, for NFA data collection



activities, and for expenses directly related to the data collection effort (i.e., time, travel, meals, vehicle) via annual RPO/MPO project authorization with the TAMC. The TAMC will not directly reimburse Act 51 road agencies. Act 51 road agencies shall submit invoices and supporting information to the RPO/MPO for costs associated with PASER data collection that has been authorized by the RPO/MPO. The RPO/MPO will request payment from MDOT and subsequently reimburse the road agency following receipt of payment from MDOT.

- The RPO/MPO Regional Coordinator will submit invoices for reimbursement to the TAMC Asset Management Coordinator monthly or quarterly for all expenses related to training, data collection efforts, quality control, any Act 51 road agency's associated cost invoice(s) detailing expenses directly related to data collection (i.e., time, travel and/or meal reimbursements), and data submission activities. Time, travel and/or meal reimbursements will be processed according to State of Michigan travel and meal rates. Copies of daily collection logs and any other backup information will be included as attachments to the invoice.

*If you have any questions relating to this policy, please contact:*

TAMC Asset Management Coordinator  
Michigan Department of Transportation  
P.O. Box 30050, 425 W. Ottawa Street  
Lansing, MI 48909  
(517) 335-4580

[www.michigan.gov/tamc](http://www.michigan.gov/tamc)



## Summary Statistics – TAMC Investment Reporting Compliance

**As of March 1, 2019**

### **Fiscal Year 2016**

Counties	
Agencies Approved for Investment Reporting	83
Cities/Villages	
Agencies Approved for Investment Reporting	526
Not Approved: #1 – No Data or IRT User	1
Not Approved: #2 – IRT & ADARS Not Matching	4
Not Approved: #3 – IRT Status Not Updated	1
Agency Not Yet Reported (Not Yet Due or Extension)	1
MDOT – Approved for Investment Reporting	1

### **Fiscal Year 2017**

Counties	
Agencies Approved for Investment Reporting	83
Cities/Villages	
Agencies Approved for Investment Reporting	524
Not Approved: #1 – No Data or IRT User	2
Not Approved: #2 – IRT & ADARS Not Matching	2
Not Approved: #3 – IRT Status Not Updated	4
Agency Not Yet Reported (Not Yet Due or Extension)	1
MDOT – Approved for Investment Reporting (3-5-18)	1

### **Fiscal Year 2018**

Counties	
Agencies Approved for Investment Reporting	4
Not Approved: #4 – Needs to complete survey	2
Agencies Not Yet Due for Reporting	77
Cities/Villages	
Agencies Approved for Investment Reporting	337

Not Approved: #1 – No IRT User or Data	2
Not Approved: #2 – IRT & ADARS Not Matching	5
Not Approved: #3 – IRT Status Not Updated	97
Not Approved: #4 – Needs to complete survey	19
Agency Not Yet Reported (Not Yet Due)	73
 MDOT – Not Yet Due for Reporting	 1

*RAB 3-1-19*

Reporting Period: Jan. 1 - 31, 2019

## Monthly Project Progress Report

# TAMC Activities 2019

**February 7, 2019**

Project Manager: Roger Belknap

MDOT Contract 2018-0057 Authorization Z3

Contract Dates: 10/01/2018 – 9/30/2019

Contract Amount: \$118,203



Michigan Technological University  
1400 Townsend Drive  
Houghton, MI 49931

Reporting Period: Jan. 1 - 31, 2019

Task	% of Budgeted Dollars Spent	Notes
Attend Council Meetings	9%	
Attend Committee Meetings	44%	
Review Data Collection & QC Collection Results	0%	
Maintain Roadsoft-IRT Data Submission Protocols	5%	
Maintenance of PASER Training Cert. Testing Instruments & Records	2%	
Revision of the TAMC AM Plan Templates for Roads and Bridges	28%	
Undefined Staff Support	16%	
Project Management & Monthly Reporting	31%	

### Current Tasks Completed

Prepared for and attended the Bridge Committee meeting and Data Committee meeting; developed the AM Plan Template presentation and presented it at the ACE Committee meeting; internal meeting to cleanup IRT data and synchronize it with Roadsoft, worked on IRT login issues and completed testing; worked on the APWA Public Works of the Year Award Application document; completed the December reporting and general project management

### Project's Financial Summary

January Expense Reimbursement Submitted	\$2,930
Total Project Expenses to Date	\$16,099
Contract Balance Available	\$102,104

Reporting Period: Jan. 1 - 31, 2019

## Monthly Project Progress Report

# TAMC Training 2019

**February 7, 2019**

Project Manager: Roger Belknap

MDOT Contract 2018-0057 Authorization Z4

Contract Dates: 01/01/2019 – 12/31/2019

Contract Amount: \$219,311



**Michigan  
Technological  
University**



Michigan Technological University  
1400 Townsend Drive  
Houghton, MI 49931

Reporting Period: Jan. 1 - 31, 2019

Task	% of Budgeted Dollars Spent	Notes
Assist Coordinating the MI Transportation Asset Management Conferences	0%	
Conduct MI Transportation Asset Management Workshops	0%	
Conduct Introduction to Transportation Asset Management for Local Officials Training	15%	Completed two training sessions.
Conduct TAMC PASER Training	9%	
Conduct Inventory Based Rating Training	4%	
Conduct Michigan Bridge Asset Management Workshop	0%	
Creating Asset Management Plan Workshops	4%	
Project Management and Reporting	3%	

### Tasks Completed

Worked on the final preparations for January's AM for LO sessions, traveled downstate, presented sessions and traveled back; worked on preparations for the upcoming PASER trainings including manual revisions, material preparation and logistics; final revisions to IBR booklet before sending to the printers; worked on building materials for the creating asset management plan workshops; completed December reporting and general project management.

### Project's Financial Summary

January Expense Reimbursement Submitted	\$4,204
Total Project Expenses to Date	\$4,204

*TAMC Training 2019 Reporting for MDOT*

Reporting Period: Jan. 1 - 31, 2019

Contract Balance Available	\$215,107
----------------------------	-----------